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STATINTL

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15 October 1962

MEMO FOR: The Record

Minimal Awards Meeting held Monday afternoon,
15 October 1962 in the Conference Room 5 E 60, Headquarters.

The meeting was chaired by [REDACTED]

[REDACTED] Plans and Review Staff, [REDACTED]

Executive Secretary, and [REDACTED] attended.

A total of 11 cases considered.

Approved - 2 Certificates of Appreciation

2 Cases for a total of \$305 Cash

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25X1A

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-130: dated 11 October 1961

STATINTL

 Asst. for Field Printing,
GS-11
Office of the Chief of Engineers

A. Summary of Suggestion

Suggester proposed that the diazo machine (Paragon-Revolute Star) be converted to permit use of anhydrous ammonia instead of aqua ammonia. Anhydrous ammonia is available in 100 and 150 lb cylinders which is sufficient to last over a month during normal operations; whereas, aqua ammonia comes in gallon bottles which must be put into the machine each day. -Some of the advantages listed are: saving of time, elimination of hazardous handling and ammonia fumes, reduction of storage space, lower shipping and handling charges, longer life for machine parts.

B. Summary of Evaluation

On 20 March 1962, OL reported that they will adopt the suggestion and convert two machines initially. The estimated savings in the cost of ammonia amount to approximately \$200 per year. In addition, Printing Services Division recognizes the advantages listed above.

C. Recommendation of Executive Secretary

\$50 Award based on Intangible benefits (MODERATE/LOCAL)?

D. Decision of Chairman

STATINTL


Chairman, Suggestion Awards Committee

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Award

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Date



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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-161: dated 31 October 1961
[REDACTED], Chief, AF/RI, GS-9
AF, DD/P

25X1A

A. Summary of Suggestion

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The suggester proposed that the procedure of logging [REDACTED] Sensitive Cables be reviewed, that a decision be made as to whether or not the function could not be simplified, that a standard controlled form be prepared for the logging of the cables, and that [REDACTED] be revised to include the length of time the log must be retained.

25X1A

25X1A

B. Summary of Evaluation

This suggester took the initiative, he studied the problem, he canvassed all components to find out what their procedures were, how much duplication existed, what their problems were. The DDP Records Management Officer, [REDACTED] stated categorically that [REDACTED] caused the improvement; that his persistence made them take positive action to get DCI approval and the information he obtained was used in the deliberations.

25X1A

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[REDACTED] was revised and published 15 August 1962. Simplified the procedures and abandoned the log.

DDP Member, SA Committee recommended an award for Intangible benefits (SLIGHT/EXTENDED).

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$50 Award based on Intangible benefits (SLIGHT/EXTENDED).

D. Decision of Chairman

25X1A

[REDACTED]
Chairman, Suggestion Awards Committee

\$50.00
Award

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GROUP 1
Excluded from automatic
downgrading and
declassification

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SECRET

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

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SUGGESTION NO. 62-253: dated 13 February 1962
[REDACTED], Commo. Spec., GS-11
OC, DD/S

A. Summary of Suggestion

Suggester proposed that a flashing red light be installed upon or within the GPT-750 radio transmitter as a safety first modification to remind the technician of the danger of contact with this high voltage while performing the general maintenance of these transmitters.

B. Summary of Evaluation

OC recommended adoption 19 March 1962.

The GPT-750 transmitter is standard military and commercial unit and as such meets normal safety standards. The suggested modification should reduce the possibility of injury or death as a result of electrical shock on the part of the man performing maintenance.

On 5 October 1962, OC Engineering Staff reported the safety device is henceforth a standard required modification.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible benefits (SLIGHT/LOCAL).

D. Decision of the Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$50.00
Award

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Chairman Recommended referral to other Government Agencies, Commercial Concerns and review for possible Invention Award consideration.

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-342: dated 27 May 1962

STATINTL

[REDACTED], Courier, GS-5
OL, DD/S

A. Summary of Suggestion

Suggester proposed that a "Request Slip" for Special Courier Service be designed to improve efficiency. All components utilizing this service would benefit by the improved procedure with clearer instructions for the Courier, and data about requesting office.

B. Summary of Evaluation

Chief, Records Administration Staff reported on 29 May 1962 that the form was being designed as a result of this suggestion.

OL stated that the suggestion will effect better control over the Special Courier Service and will improve Courier efficiency.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

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[REDACTED]
Chairman, Suggestion Awards Committee

\$20.00
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-350: dated 5 June 1962

STATINTL

[REDACTED], Voucher Examiner
(Supv) GS-7
Office of the Comptroller, O/DCI

A. Summary of Suggestion

Suggester proposed that a form, called a mailing slip, be prepared to accompany U. S. Treasury checks paid from vouchered funds for travel expenses. The checks in question are mailed to the residence of the traveller. This form will describe the purpose of the check and will avoid confusion and possible security flaps.

B. Summary of Evaluation

On 2 July 1962, the Comptroller's Office reported that the suggestion has been adopted, is being placed in effect in the Travel Branch, Fiscal Division and all vouchered checks will go out with this explanatory statement.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

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[REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-351: dated 7 June 1962

[REDACTED]
OO, DD/I

Librarian, GS-9

STATINTL

A. Summary of Suggestion

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The suggester proposed and designed an International Anniversary Desk Calendar. This calendar was prepared in [REDACTED] after extensive research and cross-checking to provide a guide and reference for editors and monitors overseas and in Headquarters. The calendar pin-points the major anniversaries in countries throughout the world; provides the basis for personnel and coverage planning, guarantees accuracy and consistency in the translation of terms, and offers a vehicle for the listing of new dates and terms to insure standardization of translations and minimizes the time expended in seeking to resolve such problems.

B. Summary of Evaluation

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[REDACTED] has adopted the suggestion for optional use.

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The Chief of [REDACTED] Headquarters Editorial Branch finds it valuable for checking dates and proper spelling of anniversaries. He thinks that frequent reference to it in the Field would lead to a more accurate and uniform product by Headquarters. Other general comments made by [REDACTED] Chiefs are: "consider it a handy device"; "constitutes a useful reference". One of the [REDACTED] Chiefs estimates it saves some 100 man hours a year.

DDP reports no immediate use of the calendar, they have a catalog that answers the purpose.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$35 Award based on Intangible savings (SLIGHT/LOCAL)
3. Referral to Department of State. ✓

D. Decision of the Chairman

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[REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

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SUGGESTION NO. 63-25: dated 2 August 1962
[REDACTED], Clerk-Steno, GS-5

A. Summary of Suggestion

Suggester proposed the consolidation of Forms 1618 "Government Employees Health Association Claim" and an unnumbered Form regarding "Double Coverage". Heretofore, this second unnumbered form was sent to the claimant every three months to obtain a certification that he did not have double insurance coverage. Now, with all the information included on one form, a person does not have to be contacted the second time on any one claim.

B. Summary of Evaluation

OP reported on 11 September 1962 that this suggestion has been adopted and will be put into effect as soon as the forms can be printed for use. This saves unnecessary administrative work, mailing, records etc.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

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[REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-26: dated 20 July 1962

STATINTL

[REDACTED], Secretary-Steno, GS-6
OS, DD/S

A. Summary of Suggestion

Suggester proposed that stair handrails be installed for the recently constructed concrete stairway which leads to the West Parking lot at Headquarters.

B. Summary of Evaluation

After making an inspection of the stairway in question, the CIA Safety Officer reported on 27 August 1962 that the handrail was needed and a request to have the work completed was sent to OL on 18 September 1962.

1 October 1962 OL forwarded Work Order No. 63-891 to GSA for installation of handrail before the bad weather sets in, requesting the work be done on a reimbursable basis.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LOCAL) to be paid on completion of the work.

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

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Chairman recommended OL check all other stairways at Headquarters to find out if other handrails are needed.

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

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SUGGESTION NO. 63-40: dated 18 April 1962
[REDACTED], GS-5
OL, DD/S

A. Summary of Suggestion

Suggester proposed that Form 390 "Report of Inventory Adjustments" be carbon interleaved; that the original copy be made of a heavier bond for greater clarity in posting and ease in handling and that the sets include seven copies.

B. Summary of Evaluation

OL recommended adoption. The present single sheet Report of Inventory Adjustment (Form 390) is being used in multiples of seven at the approximate rate of 36,000 sheets per year. The cost of materials used in the preparation of the present Report of Inventory Adjustment is .04 cents as opposed to an estimated cost of .037 cents in lots of 10,000 for the suggested carbon interleaved form, plus the fact that the bond paper original of the proposed form will make for greater ease in handling.

C. Comments by Executive Secretary

Although we consider that carbon-interleaf considerations are standard in Records Administration Staff, in this instance the Area Records Officer did not convey the information that their reports were used in multiple sets; therefore, this GS-5, working with the problem, did in fact suggest a valid improvement.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based Intangible benefits (SLIGHT/LIMITED)

E. Decision of the Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

25.00
Award

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